



Internal Quality Assurance Cell

Minutes of IQAC Meeting No. 1 (2019-20)

Date of Meeting	Time	Venue
18/07/2019	11 am	Conference Room

The following committee members were present for the meeting –

Sr. No.	Name	Designation
1.	Dr. P. B. Mane	Chairman (Principal)
2.	Shri S. P. Shinde	IQAC Member (Management)
3.	Shri P. R. Brahme	IQAC Member (Industry)
4.	Shri N. A. Khanse	IQAC Member (Industry)
5.	Ms. Mousami Vanjale	IQAC Member (Coordinator)
6.	Mr. Sachin Shelar	IQAC Member (Co- Coordinator)
7.	Dr. D. U. Shende	IQAC Member (Faculty member)
8.	Dr. M. A. Thalor	IQAC Member (Faculty member)
9.	Dr. S. N. Zaware	IQAC Member (Faculty member)
10.	Dr. D. K. Shedge	IQAC Member (Faculty member)
11.	Dr. M. P. Sardey	IQAC Member (Faculty member)
12.	Ms. A. D. Shiralkar	IQAC Member (Faculty member)
13.	Dr. P. G. Musrif	IQAC Member (Faculty member)
14.	Mrs. S. M. Shaikh	IQAC Member (Faculty member)
15.	Ms. Aishwarya Phatak	IQAC Member (Alumni)
16.	Mr. A. J. Mate	IQAC Member (Admin. staff)


Following points of agenda were discussed in detail and following resolutions were passed.

Subject No. 1 & 2 Review of minutes of meeting conducted on 10/04/2019.

Resolution: Review of action taken report of IQAC meeting conducted on 10/04/2019.

- Library register to include name of book referred, authors, topic etc. by teachers. Librarian to be informed about the change.
- Calibration records to be checked. History card to include record of master calibrator (for traceability).
- All labs to be NABL accredited.
- ETDC lab to be visited to understand the calibration process and the possibility to provide calibration services to small and medium scale industries in and around Pune.


Ms. Mousami Vanjale
(IQAC Coordinator)


Principal
(Dr. P. B. Mane)



Internal Quality Assurance Cell

Subject No. 3: Welcome of new HoDs as IQAC members.

Resolution: IQAC coordinator welcomed new HoDs as IQAC members.

Subject No. 4: Discussion on encouragement of faculty members to seek exposure to national and international institutions and R & D organizations of repute.

Resolution:

1. Faculty members can visit organizations like CIRT, Cyber cell of PCMC to identify R & D projects/areas of collaboration.
2. TA/LCA and DA (if applicable) to be given along with OD for visit/interaction with organizations/industry.
3. Letter to be sent to the AISSM society requesting the industry contacts by the management members for interaction/consultancy.
4. Annual budget should include provision of funds for visiting IITs /reputed R & D organization/ industries.

Subject No. 5: Discussion on establishing good R & D facilities in selected areas.

Resolution:

1. Following areas have been identified
 - Electronics in Agriculture
 - Power quality and energy conservation
 - Process instrumentation
 - Cloud computing
 - Network security
2. High end equipment in above mentioned areas to be identified for lab. development.
3. Proposals for purchase of high end equipment to be sent to society during regular purchase process.
4. Explore the possibilities for funds from industries to establish the R & D facilities in selected areas.

Subject No. 6: Any other point with the permission of the chairman

Resolution: IQAC members were informed about

1. MoU signed between Dept. of E&TC with Krishi Vidnyan Kendra – Baramati for agricultural projects.
2. IEEE SIG grant of Rs. 1,60,000/- received for the lab. development and student projects for affordable agriculture.

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. R. B. Mane)



Internal Quality Assurance Cell

Date: 24th Oct. 2019

Action taken report of IQAC meeting No. 1/2019-20 conducted on 18/07/2019

Subject No. 2: Review of action taken report of IQAC meeting conducted on 10/04/2019.

Resolution:

- Library register to include name of book referred, authors, topic etc. by teachers. Librarian to be informed about the change.
- Calibration records to be checked. History card to include record of master calibrator (for traceability).
- All labs to be NABL accredited.
- ETDC lab to be visited to understand the calibration process and the possibility to provide calibration services to small and medium scale industries in and around Pune.

Action Taken:

Librarian has been informed about the changes to be done in the library register. The same has been implemented from August 2019.

Calibration records and history cards checking is scheduled during internal academic audit from 11/12/19 to 13/12/19.

Calibration of all laboratory equipment will be done with the reference of equipment calibrated by NABL.

Electronics Test and Development Centre (ETDC) lab visits of E &TC and Electrical dept. will be scheduled in sem. 2 of 2019-20.


Subject No. 4: Discussion on encouragement of faculty members to seek exposure to national and international institutions and R & D organizations of repute.

Resolution:

- Faculty members can visit organizations like CIRT, Cyber cell of PCMC to identify R & D projects/areas of collaboration.

Action Taken:


Ms. Mousami Vanjale
(IQAC Coordinator)


Principal
(Dr. R. B. Mane)



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<ul style="list-style-type: none">• TA/LCA and DA (if applicable) to be given along with OD for visit/interaction with organizations/industry.• Letter to be sent to the AISSM society requesting the industry contacts by the management members for interaction/consultancy.• Annual budget should include provision of funds for visiting IITs /reputed R & D organization/ industries.	<p>Faculty members have been informed to visit Central Institute of Road Transport (CIRT)/PCMC to identify R & D projects/areas of collaboration.</p> <p>Letter has been sent to the AISSM society requesting the industry contacts by the management members for interaction/consultancy.</p> <p>This point will be included in the next College Development Committee meeting for approval.</p>
<p>Subject No. 5: Discussion on establishing good R & D facilities in selected areas.</p>	
<p>Resolution</p> <ul style="list-style-type: none">• Following areas have been identified<ul style="list-style-type: none">○ Electronics in Agriculture○ Power quality and energy conservation○ Process instrumentation○ Cloud computing○ Network security• High end equipment in above mentioned areas to be identified for lab. development.• Proposals for purchase of high end equipment to be sent to society during regular purchase process.	<p>Action Taken:</p> <p>All the departments have identified High end equipment for lab. Development.</p> <p>Proposals will be sent to society during regular purchase process.</p>


Ms. Mousami Vanjale
(IQAC Coordinator)


Principal
(Dr. R. B. Mane)



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- Explore the possibilities for funds from industries to establish the R & D facilities in selected areas.

Dept. of Instrumentation Engg. and Electrical Engg. have received lab. Equipment/software from Emerson and Janitza Electronics GmbH respectively.

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. R. B. Mane)



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Minutes of IQAC Meeting No. 2 (2019-20)

Date of Meeting	Time	Venue
24/10/2019	11 am	Conference Room

The following committee members were present for the meeting –

Sr. No.	Name	Designation
17.	Dr. P. B. Mane	Chairman (Principal)
18.	Ms. Mousami Vanjale	IQAC Member (Coordinator)
19.	Mr. Sachin Shelar	IQAC Member (Co- Coordinator)
20.	Dr. D. U. Shende	IQAC Member (Faculty member)
21.	Dr. M. A. Thalor	IQAC Member (Faculty member)
22.	Dr. S. N. Zaware	IQAC Member (Faculty member)
23.	Dr. M. P. Sardey	IQAC Member (Faculty member)
24.	Ms. A. D. Shiralkar	IQAC Member (Faculty member)
25.	Dr. P. G. Musrif	IQAC Member (Faculty member)
26.	Mrs. S. M. Shaikh	IQAC Member (Faculty member)
27.	Mr. Prashant Wakhare	IQAC Member (Alumni)
28.	Mr. A. J. Mate	IQAC Member (Admin. staff)

Following points of agenda were discussed in detail and following resolutions were passed.

Subject No. 1 & 2 Review of minutes of meeting conducted on 18/07/2019.

- Resolution:** Review and follow-up of IQAC meeting conducted on 18/07/2019.
- Calibration of all laboratory equipment
 - Letters to be sent to the society for Approval by all dept.
 - Visits to Electronics Test and Development Centre (ETDC) lab.
 - Dr. Sanjay Kurkute to coordinate visit in during 15 to 30 Dec. 2019
 - Visit to Central Institute of Road Transport (CIRT)/Cyber cell of PCMC to identify R & D projects/areas of collaboration.
 - Visit to cyber cell of PCMC to be coordinated by IT dept (Dr. M. A. Thalor) during 15 to 30 Dec. 2019

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. P. B. Mane)



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- Visit to CIRT to be coordinated by FE dept (Dr. P. G. Mushrif) during 15 to 30 Dec. 2019

Subject No. 3: Any other point with the permission of the chairman IQAC coordinator

Resolution: No other points were raised.

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. B. Mane)



Internal Quality Assurance Cell (IQAC)

Date: 16th Jan. 2020

Action taken report of IQAC meeting No. 2/2019-20 conducted on 24/10/2019

Subject No. 2: Review of action taken report of IQAC meeting conducted on 24/10/2019.

Resolution:

- Calibration of all laboratory equipment
 - Letters to be sent to the society for Approval by all dept.
- Visits to Electronics Test and Development Centre (ETDC) lab.
 - Dr. Sanjay Kurkute to coordinate visit in during 15 to 30 Dec. 2019
- Visit to Central Institute of Road Transport (CIRT)/Cyber cell of PCMC to identify R & D projects/areas of collaboration.
 - Visit to cyber cell of PCMC to be coordinated by IT dept (Dr. M. A. Thalor) during 15 to 30 Dec. 2019
- Visit to CIRT to be coordinated by FE dept (Dr. P. G. Mushrif) during 15 to 30 Dec. 2019

Action Taken:

- Letters sent to AISSM Society for approval.
- Visit to Electronics Test and Development Centre (ETDC) lab was organised for all the faculty members on 16th & 17th December 2019.
- Visit to Cyber cell of PCMC was organised on 13th Jan. 2020.
- Visit to CIRT will be organised in next month.

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. R. B. Mane)



Internal Quality Assurance Cell

Minutes of IQAC Meeting No. 3 (2019-20)

Date of Meeting	Time	Venue
06/02/2020	11 am	Conference Room

The following committee members were present for the meeting –

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Sr. No.	Name	Designation
29.	Dr. P. B. Mane	Chairman (Principal)
30.	Shri S. P. Shinde	IQAC Member (Management)
31.	Shri P. R. Brahme	IQAC Member (Industry)
32.	Ms. Mousami Vanjale	IQAC Member (Coordinator)
33.	Mr. Sachin Shelar	IQAC Member (Co- Coordinator)
34.	Dr. D. U. Shende	IQAC Member (Faculty member)
35.	Dr. M. A. Thalor	IQAC Member (Faculty member)
36.	Dr. S. N. Zaware	IQAC Member (Faculty member)
37.	Dr. D. K. Shedge	IQAC Member (Faculty member)
38.	Dr. M. P. Sardey	IQAC Member (Faculty member)
39.	Dr. P. G. Musrif	IQAC Member (Faculty member)
40.	Ms. S. M. Shaikh	IQAC Member (Faculty member)
41.	Mr. Prashant Wakhare	IQAC Member (Alumni)
42.	Mr. A. J. Mate	IQAC Member (Admin. staff)

Following points of agenda were discussed in detail and following resolutions were passed.

Subject No. 1 & 2 Review of minutes action taken report of meeting conducted on 24/10/2019.

Resolution: Minutes and action taken report of meeting conducted on 24/10/2019 were approved.

Subject No. 2: Chalk out definite programs for continuous and meaningful interaction with the rural community.

Resolution:

- FE students do internships in summer vacation under “Unnat Bharat Abhiyan”. Few projects are identified by studying the reports

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. P. B. Mane)



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submitted by the students. Students are working on agro based projects and other relevant social problems with the help of IEEE Affordable Agriculture Special Interest Group and Krishi Vigyan Kendra, Baramati.

Subject No. 3: Invite industry professionals to float development projects to the students and seek their involvement as project supervisors. Also involve faculty in each of these programs.

- Resolution:**
- It is made mandatory for all the teachers to undergo industrial training of one week (as mentioned in 360 degree feedback form of AICTE) during vacation to increase interaction with industry. This in turn will help to identify the solutions to the problems faced by industries. Teachers will also get the students involved in such projects.
 - All the departments should follow the industry mentoring model followed by instrumentation dept. to increase the involvement of industry professionals in students' projects and grooming them for employment.
 - It was resolved to
 - Identify MSME industries which are relevant to our college.
 - Prepare a data table which includes - name of industry, year of establishment and products to identify the industries. Group of teachers and students can visit these industries to discuss their problems and suggest/implement probable solutions.

Subject No. 4: Any other point with the permission of the IQAC chairman.

- Resolution:**
- AMCAT Analysis
 - AMCAT Analysis report was discussed to know the areas in which students need to improve from employability point of view.
 - It was recommended in the report that students to be divided into groups based on their employability requirements and given relevant training instead of providing same training to all of them.

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. B. Mane)



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- AMCAT report to be shared with IHHI Training Agency to plan for group wise training of students.
- Preparation of NAAC Cycle 2
 - Finalization of checklists for documents to be scanned and maintained in hardcopy is done.
 - Proposal for document scanning from professional vendor is sent to AISSM Society for approval.
 - Plan of activities for updating infrastructure and resources to be chalked down will be discussed in IQAC meeting no. 4 of 2019-20.

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. B. Mane)



Internal Quality Assurance Cell

Action taken report of IQAC meeting No. 3/2019-20 conducted on 06/02/2020

Date: 3rd Apr 2020

Subject No. 2: Chalk out definite programs for continuous and meaningful interaction with the rural community.

Resolution:

- FE students do internships in summer vacation under “Unnat Bharat Abhiyan”. Few projects are identified by studying the reports submitted by the students. Students are working on agro based projects and other relevant social problems with the help of IEEE Affordable Agriculture Special Interest Group and Krishi Vigyan Kendra, Baramati.

Action Taken:

- All the departments are asked to continue working on the current activities and keep on adding new.

Subject No. 3: Invite industry professionals to float development projects to the students and seek their involvement as project supervisors. Also involve faculty in each of these programs.

Resolution:

- It is made mandatory for all the teachers to undergo industrial training of one week (as mentioned in 360 degree feedback form of AICTE) during vacation to increase interaction with industry. This in turn will help to identify the solutions to the problems faced by industries. Teachers will also get the students involved in such projects.

Action Taken:

- All Faculty members have been informed to undergo the one week training. (*Due to COVID – 19 Lockdown unable to undergo physical training*)

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(IQAC Coordinator)

Principal
(Dr. R. B. Mane)



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<ul style="list-style-type: none">• All the departments should follow the industry mentoring model followed by instrumentation dept. to increase the involvement of industry professionals in students' projects and grooming them for employment.• It was resolved to<ul style="list-style-type: none">a. Identify MSME industries which are relevant to our college.b. Prepare a data table which includes - name of industry, year of establishment and products to identify the industries. Group of teachers and students can visit these industries to discuss their problems and suggest/implement probable solutions.	<ul style="list-style-type: none">• All HoDs have been informed to follow the instrumentation department model.• All HoDs have been informed to create the database and review of the same will be taken in the IQAC meeting no. 1 of sem. 1 of 2020-21
<p>Subject No. 4: Any other point with the permission of the IQAC chairman.</p>	
<p>Resolution:</p> <ul style="list-style-type: none">• AMCAT Analysis<ul style="list-style-type: none">○ AMCAT Analysis report was discussed to know the areas in which students need to improve from employability point of view.○ It was recommended in the report that students to be divided into groups based on their employability requirements and given relevant training instead of providing same training to all of them.○ AMCAT report to be shared with IHHI Training Agency to plan for group wise training of students.• Preparation of NAAC Cycle 2	<p>Action Taken:</p> <ul style="list-style-type: none">• Based on the AMCAT analysis, for the next semester training, the Training Incharge, Mr. Prashant Mahajan has been informed to check the possibility of dividing students into groups as per the employability requirement.• Training Incharge, Mr. Prashant Mahajan has shared the AMCAT report with IHHI.

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. R. B. Mane)



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- Finalization of checklists for documents to be scanned and maintained in hardcopy is done.
- Proposal for document scanning from professional vendor is sent to AISSM Society for approval.
- Plan of activities for updating infrastructure and resources to be chalked down will be discussed in IQAC meeting no. 4 of 2019-20.

- Checklists are prepared and finalized
- Document Scanning Proposal sent to society and received the approval.
- Work in progress

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. R. B. Mane)



Internal Quality Assurance Cell

Minutes of IQAC Meeting No. 4 (2019-20)

Date of Meeting	Time	Venue
09/04/2020	11 am	Online (Zoom)

The following committee members were present for the meeting –

Sr. No.	Name	Designation
43.	Dr. P. B. Mane	Chairman (Principal)
44.	Ms. Mousami Vanjale	IQAC Member (Coordinator)
45.	Mr. Sachin Shelar	IQAC Member (Co- Coordinator)
46.	Dr. D. U. Shende	IQAC Member (Faculty member)
47.	Dr. M. A. Thalor	IQAC Member (Faculty member)
48.	Dr. S. N. Zaware	IQAC Member (Faculty member)
49.	Dr. M. P. Sardey	IQAC Member (Faculty member)
50.	Ms. A. D. Shiralkar	IQAC Member (Faculty member)
51.	Dr. P. G. Musrif	IQAC Member (Faculty member)
52.	Mrs. S. M. Shaikh	IQAC Member (Faculty member)

Following points of agenda were discussed in detail and following resolutions were passed.

Subject No. 1 & 2 Review of minutes of meeting conducted/ follow-up of action taken report on 06/02/2020.

Resolution: Review and follow-up of IQAC meeting conducted on 06/02/2020.

- Programs for continuous and meaningful interaction with the rural community.
 - All the departments are working on the current activities and adding new.
- Industry professionals to float development projects.
 - Faculty member - one week training in industry is on hold due to COVID - 19 Lockdown.
 - Industry database work is in progress.

Subject No. 3: Any other point with the permission of the chairman IQAC coordinator

Resolution:

- AMCAT Test
 - AMCAT training will be taken as per employability requirements

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. P. B. Mane)



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- NAAC Cycle 2
 - Review of all criterion was taken from the respective Criteria incharges - Data collection is in progress
 - Scanning of documents will be done after the college resumes

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. R. B. Mane)



Internal Quality Assurance Cell

Action taken report of IQAC meeting No. 4/2019-20 conducted on 09/04/2020

Date: 10th Jun 2020

Subject No. 2: Review of follow-up of action taken report on 06/02/2020	
Resolution: <ul style="list-style-type: none">• Programs for continuous and meaningful interaction with the rural community.<ul style="list-style-type: none">a. All the departments are working on the current activities and adding new.• Industry professionals to float development projects.<ul style="list-style-type: none">a. Faculty member - one week training in industry is on hold due to COVID - 19 Lockdown.b. Industry database work is in progress.	Action Taken: <ul style="list-style-type: none">• Work in progress. (<i>Due to COVID - 19 Lockdown unable to do any physical activity</i>)• Faculty members are attending/arranging webinars/FDPs/STTPs in association with industry (<i>Due to COVID - 19 Lockdown unable to do any physical activity</i>)
Subject No. 4: Any other point with the permission of the IQAC chairman.	
Resolution: <ul style="list-style-type: none">• AMCAT Test<ul style="list-style-type: none">○ AMCAT training will be taken as per employability requirements• NAAC Cycle 2<ul style="list-style-type: none">○ Review of all criterion was taken from the respective Criteria incharges - Data collection is in progress○ Scanning of documents will be done after the college resumes..	Action Taken: <ul style="list-style-type: none">• AMCAT Test will be conducted in last week of June 2020.• Almost 70-80% data is collected.• Physical document collection and scanning will be done after reopening of the institute.

Ms. Mousami Vanjale
(IQAC Coordinator)

Principal
(Dr. R. B. Mane)